



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
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TEAM SUBMARINE OPERATING INSTRUCTION NUMBER 3

From: Executive Director, Submarine Directorate
Deputy Program Executive Officer, Submarines

Subj: SUBMARINE LIAISON ACTION REQUEST (LAR) PROCEDURES

Ref: (a) VIRGINIA (SSN 774) Class Submarine Drawing
Approval Procedure PMS450 ltr Ser 450T1C/0289
of 28 Apr 98
(b) NAVSEAINST 5400.95A; Surface Ship and Submarine
Work - Policy for Non-Nuclear Non-Conformance
Approvals and Delegation of Technical Authority
to Shipyard and SUPSHIP Chief Engineers
(c) CINCLANTFLT/CINCPACFLT 4790.3 Vol V; Joint Fleet
Maintenance Manual
(d) NAVSEA 0924-062-0010; Submarine Safety (SUBSAFE)
Requirements Manual
(e) NAVSEA SS800-AG-MAN-010/P9290; Systems Certification
Procedures and Criteria Manual for Deep Submergence
Submarines
(f) NAVSEA 0902-018-2010, General Overhaul Specifications
for Deep Diving SSBN/SSN Submarines (DDGOS)
(g) SEA 08/SEA 92 Memorandum of Agreement Ser 08/C528
of 29 May 97

Encl: (1) Pre-VIRGINIA Class LAR Action Functional Flow
Chart

1. Purpose: To provide procedures for the receipt, review,
response to and preparation of submarine Liaison Action Request
(LAR) by Team Submarine.

2. Cancellation: This instruction supersedes NAVSEA PMS396
Standard Operating Procedure (SOP) No. 29 of 21 Apr 95.

3. Applicability: This instruction is applicable to the
dispositioning of LARs requiring NAVSEA action for all operational
submarines and deep submergence vehicles except as noted below.

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This LAR system is not to be used to convey or transmit classified information.

4. Discussion:

a. A LAR is used to obtain or provide technical or logistic guidance on questions concerning specifications, test requirements, repair procedures, NAVSEA drawings, vendor drawings or any technical documentation (i.e., Engineering Notices (EN), Design Liaisons (DL), etc.) provided for the accomplishment of repair, maintenance or modernization. This operating instruction establishes the process for a formal Liaison Action Request (LAR) process serving the Planning Yard/Design Yard, Repair Facilities, Regional Maintenance Centers (RMC), Public and Private Shipyards, Navy Inventory Control Point (NAVICP), Type Commanders (TYCOMs), Naval Sea Systems Command (NAVSEA), Program Executive Office, Submarines (PEO SUB), and Engineering Agents such as Submarine Maintenance Engineering Planning and Procurement Activity (SUBMEPP), Naval Surface Warfare Center (NSWC) and Naval Undersea Warfare Center (NUWC).

b. Exceptions:

(1) This procedure does not apply to inquiries regarding systems and equipment under the cognizance of:

(a) Naval Sea Systems Command Naval Nuclear Propulsion Directorate (SEA 08).

(b) Strategic Weapons System (SWS) under the cognizance of the Director, Strategic Systems Programs (DIRSSP).

(2) The VIRGINIA Class (SSN 774) Submarines will use Engineering Reports (ER) during new construction in lieu of LARs in accordance with the VIRGINIA Class Submarine Drawing Approval Procedure in accordance with reference (a).

(3) LARs are not a substitute for and do not replace reporting systems prescribed by references (b) through (e).

(4) The LAR process can not be used as authority to deviate from formally promulgated specifications, but can be used as source documentation to approve non-conformances as defined in

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references (b), (c), (e) and (f). Questions concerning the technical adequacy of non-conformances and repair methods may be addressed, but the following paragraph will be included in the response:

*LAR responses are technical guidance.
Implementation of this guidance could
result in a violation of specifications.
If so, a non-conformance (Waiver, Deviation
or Departure From Specification) must be
processed IAW the DDGOS or JFMM as
applicable.*

Where LARs are used as source documentation to obtain approval for non-conformances from drawings, the LAR shall be processed as Technical Variance Documentation (TVD) in accordance with reference (f).

(5) LARs shall not be used to request approval of configuration changes or modifications. This does not preclude requests for the evaluation of proposed changes for technical merit.

(6) LARs shall not be a forum for discussing topics concerning Unrestricted Operation (URO) maintenance requirements, procedures or data. URO topics should be addressed by formal correspondence with NAVSEA 92TC.

c. Response Turn-Around Time

(1) Response turn-around time will be based on the following:

(a) EMERGENCY - LARs labeled as EMERGENCY are used to request assistance and guidance in resolving a problem that is hindering the successful completion of an upkeep, refit or availability and requires an answer within one working day. EMERGENCY responses may be provided via telephone/telefax in order to meet time constraints. When this occurs, a formal LAR response will be forwarded as soon as possible, noting the prior telephone call/telefax as a reference.

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(b) URGENT - LARs labeled as URGENT are used to request assistance and guidance in resolving a problem that is delaying the successful completion of an upkeep, refit or availability and requires an answer within 3 working days.

(c) ROUTINE - These LARs concern situations that are not hindering the successful completion of an upkeep, refit or availability but are worthy of attention. A response shall normally be provided within 20 working days.

5. Requirements/Responsibilities:

a. Program Offices -

(1) PMS350 is the cognizant Program Office for SEAWOLF (SSN 21) Class Submarines.

(2) PMS392 is the cognizant Program Office for LOS ANGELES (SSN 688) and OHIO (SSBN 726) Class Submarines as well as selected SSN 637 Class Submarines.

(3) PMS395 is the cognizant Program Office for USS PARCHE (SSN 683), USS DOLPHIN (AGSS 555) and Submarine NR-1 and for other platforms with respect to:

(a) Deep submergence components or systems governed by reference (e).

(b) Specialized Ocean Engineering Systems or components which are unique to these submarines for special mission requirements.

(c) Dry Deck Shelter host ship Scope of Certification (SOC) Systems. PMS395 will forward appropriate Dry Deck Shelter LARs to SEA 92T for technical review as required.

b. Cognizant Program Offices will:

(1) Act as point of contact for LAR matters.

(2) Ensure that the LAR is for NAVSEA action, and if not, forward to appropriate activity.

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(3) Ensure the LAR is used appropriately, if not return it to the originator for further action.

(4) Develop the review package, and enter the LAR into an appropriate tracking system. The tracking system shall document in an auditable format, the status of all LARs including completed ones. The review package will contain as a minimum the LAR and referenced correspondence.

(5) Forward the LAR to the appropriate SEA 92 Matrix Support Code and ensure all programmatic requirements are met.

(6) Ensure preliminary responses are provided by telecon, telefax, or similar electronic (e.g., E-mail) transmissions when the urgency of the situation dictates with a formal LAR response to follow.

(7) Prepare NAVSEA's technical position on the LAR or originate LARs when required.

(8) Obtain SEA 92Q concurrence on the following LAR:

(a) Non-routine LAR affecting components within the SUBSAFE boundary.

(b) LARs within the Deep Submergence Systems Scope of Certification (DSS-SOC) boundary of reference (e).

(9) Concur with or disapprove a LAR. Issue NAVSEA originated LARs.

(10) Distribute the LAR response.

(11) Ensure SEA 92Q receives an information copy of all LAR responses and NAVSEA originated LARs affecting components within the SUBSAFE boundary.

(12) Issue "Information" LARs to summarize actions taken when the LAR query has been transferred to a different process for tracking and resolution. (i.e., Maintenance Program Meeting Action Items.)

(13) Maintain an auditable log of all LARs.

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c. SEA 92T - Serve as the Submarine Program technical point of contact for originating or responding to LARs on Hull, Mechanical and Electrical (HM&E) systems. Accordingly, SEA 92T will:

(1) Provide technical input to the response to the LARs designated for NAVSEA action. SEA 92T will also ensure that any LARs or LAR responses are reviewed by the appropriate technical code, and SEA 08 if required.

(2) NAVSEA 92TC will review all LARs and LAR responses generated by or submitted to NAVSEA to verify that Submarine Safety (SUBSAFE) requirements have been identified in accordance with reference (d).

(3) SEA 92TC will also audit the NAVSEA LAR process as part of their Engineering Quality Assurance (EQA) Audit Process.

d. SEA 92L - NAVSEA 92L will review and comment for all LARs dealing with logistics issues including Rotatable Pool Items. (e.g. Advanced Equipment Replacement (AER) and TRIDENT Planned Equipment Replacement (TRIPER)). SEA 92L will provide inputs to the LAR responses where they have the lead.

e. SEA 92Q - NAVSEA 92Q will receive copies of all NAVSEA LAR responses concerning SUBSAFE systems/equipment to review for compliance with the SUBSAFE Requirements Manual. SEA 92Q will review all LARs involving SUBSAFE requirements and policies prior to release. SEA 92Q will review all NAVSEA LAR responses concerning Scope of Certification Systems for compliance with reference (e).

f. SEA 92C - Serve as the submarine warfare program technical agent for LARs for Warfare Systems (WS). Accordingly, SEA 92C will:

(1) Provide technical input to the response to the LARs designated for NAVSEA action. SEA 92C will also ensure that any LARs or LAR responses are reviewed by the appropriate life cycle manager, or SEA 08 if required in accordance with reference (g).

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(2) Forward LARs to SEA 92TC to verify that Submarine Safety (SUBSAFE) requirements have been identified in accordance with reference (d).

6. Procedure:

a. The procedures for the preparation and disposition of LARs by the cognizant Program Office are as follows for Pre-VIRGINIA Class submarines and are illustrated in enclosure (1) :

(1) Determine if LAR requirements are met and if the LAR is for NAVSEA action.

(2) Upon receipt of a LAR request, the cognizant Program Office will prepare a review package. In addition to the request, the package shall include all referenced correspondence.

(3) The package shall then be routed to SEA 92C (if WS related), SEA 92L for pure logistics issues, SEA 92T or SEA 03 (for Deep Submergence System issues), for technical review as applicable. The technical review shall include applicable technical documentation such as drawings, specifications and technical manuals as well as the class history as it relates to the matter (if required). The cognizant SEA 92T, SEA 92L, or SEA 92C engineer is responsible for preparing a technical input to the response and obtaining any required concurrence from the life cycle manager, and identifying the need for the following additional reviews: SEA 08, PMS395, and DIRSSP.

(4) The LAR will then be sent to SEA 92TC to verify that the Submarine Safety (SUBSAFE) requirements (including design review) have been identified. If the LAR is SUBSAFE, 92TC will insure that the package cover is annotated as appropriate.

(5) Upon review completion, the cognizant Program Office shall draft the LAR response. If the response pertains to SUBSAFE policy or requirements, or pertains to SOC, a 92Q concurrence will be obtained prior to signature.

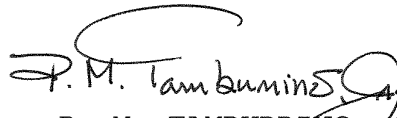
(6) The cognizant Program Manager shall sign and release the LAR. The signed response shall be sent to the submitting activity and other activities as appropriate.

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(7) The master copy of the entire LAR package, including internal correspondence, and route sheet will be maintained in historical files by the cognizant Program Office, in a form suitable for auditing in accordance with the requirements of reference (d). A copy of all SUBSAFE and SOC LARs shall be forwarded to SEA 92Q.



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